

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, October 26, 2020, 3:30 p.m.**  
**Meeting Held Through Cisco WebEx**

**ROLL CALL:**

Tom Diedrick-Vice Chair	<u>X</u>	Ann Hartman	<u>X</u>
John Fenner	<u>X</u>	Sup. Megan Borchardt	<u>Abs.</u>
Corday Goddard-Chair	<u>X</u>		

**OTHERS PRESENT:** Patrick Leifker, David Diedrick, Megan Walker, Josh Hafron (General Capital), Luke Samalya (Danna Capital) and Kathy Meyer

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the September 14<sup>th</sup>, 2020 meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick, seconded by J. Fenner to approve the minutes from the September 14<sup>th</sup>, 2020 meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

None

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program:

- A. Preliminary Applications  
There were 79 preliminary applications for September.
- B. Unit Count  
The unit count for September was 2,919.
- C. Housing Assistance Payments Expenses  
The September HAP expense totaled \$1,476,416.
- D. Program Activity/52681B (administrative costs, portability activity, SEMAP)  
Not reported on during BCHA Meeting.
- E. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)  
  
In September there were 70 active FSS clients, 51 clients in level one; 15 clients in level two; 1 client in level three and 3 clients in level four. There were 0 new contracts signed, 0 graduates, 45 active escrow accounts and 47 active homeowners.
- F. VASH Reports (new VASH and active VASH)  
For September there was 0 new VASH clients, for a total of 37 active VASH clients.
- G. Langan Investigations Criminal Background Screening and Fraud Investigations  
For September there were 23 total investigations, 2 new investigations, 8 active, 13 closed. There were 30 approved applications. The breakdown for fraud investigations by Municipality is as follows: majority in Green Bay, 1 in Howard. Applications by Municipality is as follows: majority in Green Bay, Ashwaubenon and De Pere.
- H. Quarterly Langan Denials Report

Not reported on during BCHA Meeting.

I. Quarterly Active Cases Breakdown.

Head of Household is either Elderly or Disabled: 1,582

Head of Household is not Elderly or Disabled but have earned income: 931

Head of Household is not Elderly or Disabled, there is no earned income but there are dependents: 332

Head of Household is not Elderly or Disabled, there is no earned income or dependents in the household: 90.

J. Quarterly End of Participation Breakdown.

Not reported on during BCHA Meeting.

K. Quarterly Customer Service Satisfaction Report.

For quarters two and three: 60 percent indicated customer service was excellent, 24 percent very good, and 12 percent good.

A motion was made by J. Fenner, seconded by A. Hartman to receive and place on file. Motion carried.

**OLD BUSINESS:**

3. Consideration with possible action on approval of 2019 Fiscal Year End Audit Report.

D. Diedrick reviewed the 2019 Fiscal Year End Audit Report. The annual financial statements for December 31, 2019 were prepared by Clifton, Larson, Allen. There were no material weaknesses or significant deficiencies identified by the auditors.

Question was asked if board members would be receiving hard copies of the financials. P. Leifker stated yes copies will be mailed out to the board members.

A motion was made by T. Diedrick, seconded by A. Hartman to accept the 2019 Fiscal Year End Audit Report. Motion carried.

**NEW BUSINESS:**

4. Consideration with possible action to provide a letter of interest to General Capital in their request for Project Based Vouchers.

Representatives from General Capital and Danna Capital were invited to join the meeting to present information about the proposed Berkshire Ashwaubenon Project.

P. Leifker stated that the project is applying for Low Income Housing Tax Credits from Wisconsin Housing and Economic Development Authority (WHEDA). P. Leifker briefly reviewed one of the criteria in the WHEDA application that being if the developer has secured conditional commitment of Project Based Vouchers for the project, and that will be part of the conversation during this presentation today.

Josh Hafron provided a brief history of General Capital and Luke Samalya provided a brief history of Danna Capital. J. Hafron and L. Samalya provided a presentation of the Berkshire Ashwaubenon project.

Discussion occurred.

A motion was made by J. Fenner, seconded by T. Diedrick to provide a letter of interest to the General Capital – Berkshire Ashwaubenon in their request for Project Based Vouchers. Motion carried.

5. Consideration with possible action to review the request for a settlement on a loan at 959 School Pl; Green Bay, WI.

P. Leifker stated he was contacted by a representative for an individual that resides at this address. On September 13, 1979 the BCHA entered into a loan with the individual in the amount of \$10,845.39. The loan was part of the Wisconsin Housing and Neighborhood Conservation program which provided no interest, deferred payment loans for rehabilitation of owner-occupied residences.

The individual's representative provided P. Leifer the letter in the agenda packet. The individual who took out the loan is a 93-year old who is in the process of selling the home and is inquiring if the Housing Authority would be willing to settle the debt for anything less than the \$10,845.39. P. Leifker stated he would take this to the board for discussion.

Discussion occurred.

The Brown County Housing Authority Board's decision is to request thirty (30%) percent payback and forgive seventy (70%) percent of the original \$10,845.39 loan. Thirty percent of the original loan is \$3,253.62.

A motion was made by T. Diedrick, seconded by J. Fenner to request \$3,253.62, which is 30% of the original loan to be paid back and forgiving the remainder 70% of the original loan. Motion carried.

6. Consideration with possible action to approve the Voucher Payment Standards, effective January 1<sup>st</sup>, 2021.

P. Leifker stated that HUD publishes the Fair Market Rents on an annual basis. P. Leifker stated that we have to update them effective January 1, 2021, they are based on the fair market rents that HUD defines for our jurisdiction.

P. Leifker reviewed our proposed amounts; we are proposing to increase our payment standards both inside Green Bay city limits and outside Green Bay city limits. Because of the dual payment standards, you'll see there is between a 3-5% variance. P. Leifker stated this would be our first increase in a couple of years.

A motion was made by A. Hartman, seconded by T. Diedrick to approve the Voucher Payment Standards effective January 1, 2021. J. Fenner abstained. Motion carried.

7. Report on Public Hearings from September 23<sup>rd</sup>, 2020 and October 15<sup>th</sup>, 2020 with opportunity for public comment regarding the Brown County Housing Authority Annual Plan Submission for FY2021.

M. Walker stated the public hearings are part of the annual plan submission required by HUD. Both hearings were held; with no comments received.

A motion was made by T. Diedrick, seconded by A. Hartman to receive and place on file the report on public hearings from September 23, 2020 and October 15<sup>th</sup>, 2020 with opportunity for public comment regarding the Brown County Housing Authority Annual Plan Submission for FY2021. Motion carried.

8. Consideration with possible action on approval of the Brown County Housing Authority FY2021 Annual Plan for submission.

M. Walker stated that the 2021 annual plan is an annual follow-up to the 5-year plan that was submitted to HUD and approved in 2020. The 2021 annual plan provides progress on the goals and objectives that were identified with the 5-year plan that was completed in 2020.

M. Walker highlighted some of the goals that were identified in the 5-year plan and the progress made to-date.

- Improve the quality of assisted housing. In 2019, due to COVID, we did not receive a SEMAP rating for 2019 so no scores were provided.
- Ensure the continuation of the high integrity of the HCV program. We continue to utilize Langan & Associates for all background checks. In 2020 we continue to make referrals for all clients who owe BCHA money and all are entered into the WI Tax Refund Interception Program; so far in 2020 we've received in excess of \$71,000.
- Ensure equal opportunity and affirmatively further fair housing. We continue to partner with agencies. Through these programs we have been able to have staff attend training and seminars.
- Expand Assisted Housing Choices. We are focusing on improving our landlord participation. In 2019 we hosted two landlord meetings, published several landlord newsletters, as well as hosted roundtable events. Due to COVID-19, in 2020 we have not been able to host any landlord meetings, but staff continue to be available to discuss the program with landlords.

A motion was made by T. Diedrick, seconded by A. Hartman to receive and place on file the Brown County Housing Authority FY2021 Annual Plan for submission. Motion carried.

#### **BILLS AND FINANCIAL REPORT:**

9. Consideration with possible action on acceptance of BCHA BILLS.

P. Leifker stated that there are two bills; the bills are standard.

A motion was made by T. Diedrick, seconded by J. Fenner to accept and place on file the BCHA bills. Motion carried.

10. Consideration with possible action on acceptance of BCHA Financial Report.

P. Leifker presented the BCHA financial report.

A motion was made by T. Diedrick, seconded by A. Hartman to accept and place on file the BCHA Financial Report. Motion carried.

#### **ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

11. Executive Director's Report.

P. Leifker stated that he will be presenting the budget at the November meeting.

**OTHER:** No other business.

Date of next meeting: November 16<sup>th</sup>, 2020.

A motion was made by T. Diedrick, seconded by A. Hartman to adjourn the meeting. Motion carried.

Meeting adjourned at 4:33 p.m.